



DEPARTMENT OF THE ARMY
284TH BASE SUPPORT BATTALION
UNIT 20911
APO AE 09169-0001

AETV-GSN-EEO

10 July 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter 12, Prevention of Sexual Harassment and Discrimination Complaint Process

1. Sexual Harassment is a form of gender discrimination and violates AR 600-20 and AR 690-600. Sexual Harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual; or (3) such conduct has the purpose or effect of, interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Discrimination is against the law and will not be tolerated in this Command.

2. Anyone who feels he or she is a victim of sexual harassment or believe they have been discriminated against because of their race, color, religion, sex, national origin, age (40+), physical or mental disability, and or reprisal (for engaging in previous EEO protected activity) in an employment matter have the right to file a complaint without fear of threats, retribution, or reprisals. If you are a civilian, contact with the EEO Office must occur within **45 calendar days** or if you are a soldier, contact with the EO Office must occur within **60 calendar days** from the time you became aware of or should have become aware of the discriminatory action. You may contact the individuals listed below for assistance:

SFC Christopher Balduf
Equal Opportunity Advisor
DSN: 343-8521 or Comm: 0641-402-8521

Ms. Jacquelyn B. King
Equal Employment Opportunity Officer
DSN: 343-8422/8520 or Comm: 0641-402-8422/8520

3. Failure to adhere to this policy will compromise the mission and destroy public trust in this Command. Each of us has a personal responsibility to prevent and report discrimination in the work place.

BART U. SHREVE
LTC, SF
Commanding

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